

<b>POLICY TITLE:</b>	<b><i>In-Home Services</i></b>		
	<b>CHILD AND FAMILY SERVICES AGENCY</b>		
<b>Approved By:</b>	<b>Date Approved:</b>	<b>Original Effective Date:</b>	<b>Last Revision:</b>
Brenda Donald	May 30, 2019	December 7, 2010	May 27, 2022

<b>I. AUTHORITY</b>	<p>The Director of the Child and Family Services Agency (CFSA or Agency) adopts this policy to be consistent with the Agency’s mission and applicable federal and District of Columbia laws, rules and regulations, including but not limited to the Child Abuse and Prevention Treatment Act of 1974 and its implementing regulations; the Child and Family Services Improvement and Innovation Act; Title 4 of the DC Code; provisions in Title 29 of the DC Municipal Regulations (DCMR); and the Modified Final Order and the Implementation and Exit Plan in <i>LaShawn A. v. Bowser</i>.</p>
<b>II. APPLICABILITY</b>	All CFSA staff and contract agency personnel delivering direct client services.
<b>III. RATIONALE</b>	<p>The families who come into contact with the District’s child welfare system often face numerous and complex challenges that require services from a variety of providers. For families receiving in-home services, CFSA makes the connections among the family, CFSA, community resources, and clinical service providers in order to support the children’s safety and well-being and to facilitate the families’ access to and utilization of needed services to increase family functioning and resilience.</p> <p>The goal of in-home services is to work collaboratively with families so that children can remain safely in their homes.</p>
<b>IV. POLICY</b>	<p>It is CFSA policy to provide child-centered, family-focused, community-connected, strength-based and solution-focused services to families in their own homes.</p> <p>In-home services are provided to insure child safety and to promote family well-being. The intensity of in-home services intervention for the family is determined by CFSA’s assessment of safety and risk.</p> <p>CFSA shall provide in-home services until either:</p> <ol style="list-style-type: none"> <li>1. Safety issues have been addressed and resolved, such that the case can be closed following an assessment that the child(ren) are safe; or,</li> <li>2. Safety concerns warrant a removal of one or more children from the home and the opening of an out-of-home case.</li> </ol>
<b>V. CONTENTS</b>	<ol style="list-style-type: none"> <li><b>A.</b> Criteria for Opening an In-Home Services Case</li> <li><b>B.</b> Case Transfer to In-Home Services</li> <li><b>C.</b> Assessments</li> <li><b>D.</b> Case Planning</li> <li><b>E.</b> Levels of Service Determinations</li> </ol>

<p><b>VI. SECTIONS</b></p>	<p><b>Section A: Criteria for Opening an In-Home Services Case</b></p> <p>The Agency will open an in-home services case for families when all of the following conditions are present:</p> <ol style="list-style-type: none"> <li>1. Children are residing in the family home.</li> <li>2. A Child Protective Services (CPS) investigation has resulted in a substantiated finding of abuse or neglect.</li> <li>3. The family has been identified as <i>high</i> or <i>intensive</i> risk on the Structured Decision Making (SDM™) Risk Assessment Tool.</li> <li>4. A determination has been made that the child(ren) can be maintained safely in the home with In-Home Services.</li> </ol>
	<p><b>Section B: Case Transfer to In-Home Services</b></p> <ol style="list-style-type: none"> <li>1. Following the CPS determination to open a case, a pre-case transfer staffing shall take place within 1 business day of case assignment to in-home services.</li> <li>2. A Partnering Together Conference among the CPS worker, the In-Home Services staff, and the family to formally transition the case to the In-Home team shall take place no later than 3 business days of the pre-case transfer staffing.</li> </ol>
	<p><b>Section C: Assessments</b></p> <ol style="list-style-type: none"> <li>1. Throughout the life of the case, CFSA staff shall gather input, insight and information from the various members of the team (including and especially the family itself) to complete assessment tools that highlight family strengths, outline issues, inform case plan development, and help prioritize action steps and service interventions.</li> <li>2. CFSA staff are required to use the following SDM assessment tools for all in-home cases: <ol style="list-style-type: none"> <li>a. The Structured Decision Making® (SDM™) Danger and Safety Assessment is to be completed: <ol style="list-style-type: none"> <li>i. Within the first 30 days of a case being opened.</li> <li>ii. Whenever the safety situation changes.</li> <li>iii. When recommending case closure to determine that there are no outstanding threats to safety.</li> <li>iv. Following abuse or neglect hotline reports on open cases that require a CPS response.</li> </ol> </li> <li>b. The SDM™ Risk Reassessment shall be completed within 90 days of the initial case plan and every 90 days thereafter and within 30 days prior to case closure.</li> <li>c. The SDM™ Caregiver Strengths and Barriers Assessment (CSBA) shall be completed by the in-home social worker with the caregivers within the first 30 days of a case being opened and every 90 days thereafter and shall directly inform the family's case plan and determination of safe case closure.</li> </ol> </li> </ol>

	<p>3. CFSA shall ensure that each child in the household who is under 3 years of age receives an early intervention screening and is referred as necessary to the Office of the State Superintendent of Education (OSSE) Strong Start program. See the <a href="#">Early Intervention Child Development Screening Process</a> administrative issuance for more information.</p>
	<p><b>Section D: Case Planning</b></p> <ol style="list-style-type: none"> <li>1. The in-home social worker shall convene a team meeting with the family members, family supports, and appropriate service providers within 30 days of the case opening to create a case plan that identifies service needs and develop action steps and interventions.</li> <li>2. The family is to be provided a signed copy of the case plan following its completion, and following each update or revision.</li> <li>3. The in-home social worker shall refer families to appropriate support services and facilitate family access to those services.</li> <li>4. The in-home social worker shall ensure that the service plan is reviewed and updated (based on the assessment tools) every 90 days or as needed. <ul style="list-style-type: none"> <li>• The in-home social worker shall review the case plan with all age-appropriate family members to explain content, to outline expectations and action steps around its stated goals, and to clarify questions.</li> </ul> </li> </ol>
	<p><b>Section E: Levels of Service Determinations</b></p> <p>The intensity, extent, and duration of case management services for in-home cases is determined by the level of service that the family has been assigned according to the criteria below.</p> <ol style="list-style-type: none"> <li>1. A family’s risk level shall be the primary determination of the level of services a family receives as outlined in the <a href="#">In-Home Levels of Service Practice Guidance</a>. <ol style="list-style-type: none"> <li>a. The level of service provided by the In-Home social worker within the first 30 days shall be consistent with the family’s risk level determination at the time of case transfer from CPS.</li> <li>b. At 30 days, the In-Home social worker shall complete a risk reassessment to determine the level of service the family needs.</li> </ol> </li> <li>2. The level of service determination for a case shall be reviewed as needed, but at a minimum of every 90 days, in conjunction with the updated services plan and assessments. Changes in level of service determination shall be discussed with the family. <ul style="list-style-type: none"> <li>• If a case continues to have an “intensive” risk level at the first 90-day reassessment, a consult shall be held to determine if additional actions (such as community papering or Multi-Administration Clinical Staffing), should be considered. See the <a href="#">Placement and Matching policy</a> and the <a href="#">Community Papering</a> administrative issuance for more information.</li> </ul> </li> <li>3. As a case approaches case closure, the In-Home social worker shall convene a teaming meeting and invite community-based partners to provide supportive services to support the family after closure and develop a sustainability plan. See the <a href="#">Standards for Safe Case Closure</a> policy.</li> </ol>